

Tips for Preparing Scholarship Application

Will your scholarship application make it to the final selection?

Check the following list of suggestions from CTF Transportation Planning Review and Selection Committee members. Why does a particular application make it to the final cut? It's not always a 4.0!

Here are TEN TIPS to help you prepare your application:

1. The application was received on time.
2. The applicant was suitably qualified to apply for the scholarship, and met ALL of the scholarship criteria. Transportation Planning scholarships are awarded to students planning to pursue a career in transportation. Be employed with The Department as a volunteer or as a paid student assistant at the time of application. Note: qualified interns may also apply if they are full time students. You'd be surprised at how many applications we get for other fields of study! Do you meet the minimum qualifications?
3. The applicant took the time to write an essay outlining career goals (not to exceed 500 words).
4. All materials and information that were requested were included in the application package, and they were assembled in the order in which they were requested.
5. The applicant included at least the minimum number of teacher recommendation letters.
6. The applicant included at least the minimum number of employee recommendation letters.
7. The applicant used correct grammar and spelling in his/her answers and essays. It was obvious that he/she took advantage of the spell/grammar check, or had someone proofread the application materials. Attention to this kind of detail is very important in the engineering profession. A Planner needs to write well if he/she intends to make presentations, negotiate contracts, and make a good impression on employers in the future.
8. The application includes an official college or university transcript. Have a cumulative GPA of 2.70 or better with proof of current college/university enrollment.
9. The applicant's essay clearly spoke to his/her goals in the field of Transportation.
10. The applicant included additional letters of congratulations for his/her special accomplishments, e.g., volunteering in the community, mentoring middle school students, etc.

We look forward to receiving your application!
GOOD LUCK!